

- receiving a second on the motion, the presiding officer will ask for discussion. Each Councilmember will make comment as appropriate after being recognized by the presiding officer. At the conclusion of comments, the presiding officer will call for a vote and ask for the "yeas" and "nays."
- b. *Discussion.* Discussion or debate of a particular issue by a Councilmember is generally restricted to 10 minutes in accordance with *Robert's Rule of Order*; however, the presiding officer may limit time based upon the focus of the discussion and the appropriate relevance to the agenda item. Departure from the item under motion is subject to a ruling that the Councilmember is out of order.
 - c. *Vote.* An item, resolution, or ordinance passes with a majority vote of the Councilmembers. The Mayor shall cast a vote in the case of a tie. A tie can occur when a Councilmember is absent, or one of the Councilmembers recuses himself from a vote or legally abstains.
 - d. *Workshops sessions.* City Council workshop sessions may be called by the Mayor for the purpose of addressing certain matters in detail. Although considered informal, such matters are subject to agenda posting requirements, in accordance with the Texas Open Meetings Act and recording of minutes is required. Workshops usually are held in conjunction with a City Council budget review prior to Council approval and the holding of a public hearing on the City's annual budget. Public comments are allowed at workshops in the same manner as in regular City Council meetings, but will be limited to the agenda item. Comments at a budget workshop/session would be limited to budget items. Workshops sessions may include presentations by subject matter experts and/or consultants providing the Council outside expertise.
 - e. *Public hearings.* Public hearings are, in some areas, statutorily required as in the case of the Uniform Budget Law (Section 102.001, *et seq.*, Texas Local Government Code), which requires a public hearing on the City budget prior to its adoption. Others are voluntary or required by other statutes. Public hearings are designed to obtain citizen input on important matters and issues facing the City. The Mayor presides over the public hearings, which are set up to allow individuals to present opposite sides of an identified issue. The agenda will clearly state the purpose of the hearing, and the presiding officer will clearly state again for the record the purpose of the meeting. The duration of the hearing will be limited to 2 hours. *Robert's Rules of Order* will apply and proper decorum and courtesy will be enforced. Comments will be directed to the presiding officer who will be addressed by his proper title ("Mayor" or "Councilmember"). Citizens will be treated respectfully and addressed by the presiding officer as "Mr.," "Mrs.," or "Ms.," as appropriate.

- f. *Notification.* Notification of a public hearing is the same for a City Council meeting, 72 hours prior to the meeting, unless otherwise prescribed by law. Such notification will include a detailed description of the purpose of the meeting. If an agenda item relates to an ordinance, such ordinance will be included or attached to the meeting notification. In case of a budget hearing, the proposed budget will be attached.
- g. *Citizen input.* Proponents and opponents on any issue will be required to sign in and identify the subject matter of their discussion. Each citizen will be given a minimum of 3 minutes for their discussion depending on the number of proponents and opponents. No one presenter will be given a disproportionate amount of discussion time. The subject of citizen comments pertaining to a budget hearing, may address the overall budget, a single item on the budget, or multiple entries in the budget, and may be in either support or opposition to such item.
- h. *Decisions by City Council.* Decisions may or may not be made at the public hearing; however, the time and date of announcement of the proposed decision will be given, and the reason for a delay if a decision is not made at the end of the public hearing, as well as an explanation of Council's reason for delaying the decision.

PASSED AND APPROVED by a vote of 5 "ayes" in favor and 0 "nays" against on this first and final reading on the 27 day of JANUARY 2009.

ATTEST:

APPROVED:



Clifton H. Aldrich
Mayor Pro Tem



Mary Rose Zdukewicz
Mayor